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|------------------|---------------------------------|----------------------------|-------------------|
| <b>Job Title</b> | <b>Contracting Specialist I</b> | <b>FLSA Status</b>         | <b>Non-Exempt</b> |
| <b>Band</b>      | <b>PRO</b>                      | <b>Probationary Period</b> | <b>12 Months</b>  |
| <b>Zone</b>      | <b>1</b>                        | <b>Job Code</b>            | <b>12632</b>      |

## Class Specification – Contracting Specialist I

### **Summary Statement:**

The purpose of this position is to perform all contracting functions related to the acquisition of materials, equipment, supplies, services, and construction for the City of Colorado Springs. This is accomplished by coordinating and planning with customers; preparing formal and informal solicitation documents and analyzing proposals and bids; conducting negotiations and providing advice and assistance to customers. Other duties include general contract administration/management activities; educating internal clients and external vendors; ensuring compliance with all laws, regulations, policies, processes and procedures; and assisting with the preparation of various reports and supporting audits.

### **DISTINGUISHING CHARACTERISTICS:**

This is the entry level class in the Contracting Specialist series. This class is distinguished from the (II level) by the performance of the more routine tasks and duties assigned to positions within the series and by the level of supervision required in the performance of assigned duties. Since this class is typically used as a training class, employees may have only limited or no directly related work experience.

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| <b>Essential Functions</b>                    | Note: Regular and predictable attendance is an essential function in the performance of this job.   |
| <b>Time %</b><br>(All below must add to 100%) | Note: Time spent on each essential function will vary based on operational needs and is only intended to be an approximation over the course of a full year.  |
| 35%   | Perform contract administration/management through effective and efficient acquisition of quality materials and services; perform contracting administration duties to support procurement activities; perform operational analyses; assist project managers; interpret Federal Acquisition Regulation for federal procurements ; negotiate contractual terms with vendors; generate quarterly contract reports; and provide assistance in resolving problems; and ensure compliance will all applicable laws, regulations, policies, and procedures. |
| 15%   | Conduct pre-solicitation strategy meetings; determine best method to ensure quality materials and services; develop solicitation; determine applicable clauses; and prepare other formal and informal bid documents.  |



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| 15% | Oversee solicitation process by conducting pre-bid or pre-proposal conferences; conduct public bid opening; develop evaluation committees; determine responsiveness and responsibility of bidders; determine competitive range; and request clarifications and final offers.                             |
| 15% | Perform award processing duties by determining correct contract type and prepare contract documents; incorporate final terms & conditions; determine bonding and insurance requirements; submit contracts to applicable City Attorney; and make copies of finalized contract documents for distribution. |
| 10% | Perform post awards duties by ensuring City Departments comply with ethical business practices; provide advice to resolve contract performance issues; and prepare contract folder for archives and audits.  |
| 10% | Ensure contract compliance by performing as the Department expert; provide daily assistance and troubleshooting as needed; provide copies of all contracts and purchase orders; and research third party contracting Web-sites.  |

### **Competencies Required:**

**Human Collaboration Skills:** Work may require providing advice to others outside direct reporting relationships on specific problems or general policies. Contacts may require the consideration of different points of view to reach agreement. Elements of persuasion may be necessary to gain cooperation and acceptance of ideas.

**Reading:** Intermediate - Ability to read papers, periodicals, journals, manuals, dictionaries, thesauruses, and encyclopedias. Ordinarily, such education is obtained in high school up to college. However, it may be obtained from experience and self-study.

**Math:** Intermediate - Ability to deal with system of real numbers; practical application of fractions, percentages, ratios/proportions and measurement. Ordinarily, such education is obtained in high school up to college. However, it may be obtained from experience and self-study.

**Writing:** Intermediate - Ability to write reports, prepare business letters, expositions, and summaries with proper format, punctuation, spelling, and grammar, using all parts of speech. Ordinarily, such education is obtained in high school up to college. However, it may be obtained from experience and self-study.

### **Technical Skills Required:**



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Skilled in a Technical Field: Work requires a comprehensive, practical knowledge of a technical field with use of analytical judgment and decision-making abilities appropriate to the work environment of the organization.

**Relevant Background and Formal Education:** Demonstrated skills, competencies, and knowledge required for this job are most often acquired through the following practical experience and level of academic education and training as suggested below.

**Education:** Bachelor's degree from an accredited college or university with major coursework in business or a related field.

**Experience:** One year of full-time experience in procurement, contract compliance, and/ or contract administration.

**Education and Experience Equivalency:**

One (1) year of the appropriate type and level of experience may be substituted for each required year of post-high school education.

Additional appropriate education may be substituted for the minimum experience requirements.

**Certifications and Licenses:** Must possess or be able to acquire the following certifications and/or licenses.

Certifications required in accordance with standards established by departmental policy.

**Supervision Exercised:**

Position has no responsibility for the direction or supervision of others.

**Supervision Received:**

Receives General Direction: This job title normally performs the job by following established standard operating procedures and/or policies. There is a choice of the appropriate procedure or policy to apply to duties. Performance reviewed periodically.

**Fiscal Responsibility:**

This job title has no budgetary responsibility.



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**Physical Demands:** Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time.

| <b>Environmental Conditions</b>      | <b>Frequency</b>   |
|--------------------------------------|--------------------|
| Primary Work Environment             | Office Environment |
| Extreme Temperature                  | Never              |
| Wetness and Humidity                 | Never              |
| Respiratory Hazards                  | Never              |
| Noise and Vibrations                 | Never              |
| Physical Hazards                     | Never              |
| Mechanical and/or Electrical Hazards | Never              |
| Exposure to Communicable Diseases    | Never              |

**Machines, Tools, Equipment, and Work Aids:** Computer, printer, copier, telephone, and standard office equipment.

**Specialized Computer Equipment and Software:** Microsoft Office.

*The description above is intended to represent only the key areas of responsibilities; specific job assignments, duties, and environmental conditions will vary depending on the business need of the department and the particular assignment.*

Original Date: October 2015